

FAIRFIELD SRC

LIST OF OPERATIONAL MANAGEMENT PLAN DOCUMENTS

POLICIES
QMPOL-SRC-001 POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN
QMPOL-SRC-002 2017-2021 BUSINESS PLAN FOR SRC
QMPOL-SRC-003 DISASTER RECOVERY PLAN - SRC
PROCEDURES
Customer Services
QMP-SRC-060 CUSTOMER SERVICE PROCEDURE - SRC
Weighbridge
QMP-SRC-056 WEIGHBRIDGE - HANDLING PROCEDURES FOR INCOMING AND OUTGOING MATERIALS
QMP-SRC-058 WEIGHBRIDGE - OPERATION AND TRANSACTION
QMP-SRC-059 WEIGHBRIDGE - INVOICING AND PAYMENT PROCEDURE
Plant
QMP-SRC-057 OPERATING LOADER - STARTING UP AND GENERAL OPERATION
QMP-SRC-063 PUG MILL PROCEDURE
Materials
QMP-SRC-061 PROCEDURE FOR HANDLING INCOMING OVERLOADED VEHICLES
QMP-SRC-062 QUARANTINING OF CONTAMINATED STOCKPILE PROCEDURE
Miscellaneous
QMP-SRC-001 DUST MONITORING AND SUPPRESSION PROCEDURE
QMP-SRC-071 SPILL RESPONSE PROCEDURE
PROCESSES
Weighbridge
QMPR-SRC-025 INCOMING OUTGOING MATERIALS CHARGE PROCESS
QMPR-SRC-060 WEIGHBRIDGE DOCKETS - DAILY DOCKET CHECK - PROCESS
QMPR-SRC-061 WEIGHBRIDGE DOCKETS - DAILY PRINTING OF FCC OUTBOUND REPORTS - PROCESS
QMPR-SRC-062 WEIGHBRIDGE DOCKETS - DAILY PRINTING OF OUTBOUND REPORTS - ACCOUNTS - PROCESS
QMPR-SRC-063 WEIGHBRIDGE DOCKETS - TRADE WASTE ENTRY VIA TERMINAL - PROCESS
QMPR-SRC-064 WEIGHBRIDGE DOCKETS - DAILY PRINTING OF INBOUND REPORTS - ACCOUNTS - PROCESS
QMPR-SRC-065 WEIGHBRIDGE DOCKETS - DAILY PRINTING OF FCC INBOUND REPORTS - PROCESS
QMPR-SRC-066 WEIGHBRIDGE DOCKETS - TRADE WASTE DAILY REVIEW - PROCESS
QMPR-SRC-067 WEIGHBRIDGE DOCKETS - WEEKLY DOCKET REPORT - PROCESS
Customers
QMPR-SRC-011 Customer Order to Delivery Process
QMPR-SRC-069 SETTING UP CUSTOMER CREDIT ACCOUNT PROCESS
Pug Mill
QMPR-SRC-003 PUGMILL MIXING PROCESS
QMPR-SRC-013 Pug Mill Malfunction Process
QMPR-SRC-014 PUG MILL MAINTENANCE PROCESS
QMPR-SRC-015 PUG MILL CEMENT SILO PROCESS
QMPR-SRC-016 PUG MILL SHUT DOWN PROCESS
QMPR-SRC-017 PUG MILL START UP PROCESS
QMPR-SRC-018 PUG MILL CLEANING PROCESS

QMPR-SRC-024 MATERIAL LOADING - PUG MILL PROCESS
QMPR-SRC-030 MATERIAL LOADING - PUG MILL PROCESS
Material
QMPR-SRC-002 SCREENING PROCESS
QMPR-SRC-004 CRUSHING PROCESS
QMPR-SRC-005 MATERIAL MOVEMENT PROCESS
QMPR-SRC-010 Non Adherence of Processed Product
QMPR-SRC-012 CONTAMINATED PRODUCT DISPOSAL PROCESS
QMPR-SRC-019 QUARANTINING PROCESS
QMPR-SRC-020 - INCOMING LOAD INSPECTION PROCESS
QMPR-SRC-022 MANUFACTURE OF 20MM RECYCLED MATERIAL PROCESS
QMPR-SRC-027 SECONDARY LOAD INSPECTION PROCESS
QMPR-SRC-031 STOCKPILING PROCESS
Plant
QMPR-SRC-023 OPERATING FRONT END LOADER - CHANGING TOOL PROCESS
QMPR-SRC-029 GRASS CUTTING PROCESS
QMPR-SRC-032 WATER CART FILLING PROCESS
QMPR-SRC-033 CLEANING WITH WATER CART PROCESS
QMPR-SRC-037 FUELLING OF HEAVY MACHINERY PROCESS
QMPR-SRC-039 PLANT MAINTENANCE PROCESS
QMPR-SRC-068 OPERATING SETTLEMENT TANK AT WHEELWASH - PROCESS
Finance
QMPR-SRC-026 STOCK MANAGEMENT PROCESS
QMPR-SRC-035 PRODUCTION ALLOCATION PROCESS
QMPR-SRC-036 PRODUCTION AND TONNAGE PROCESS
QMPR-SRC-038 PRODUCTION TIMEKEEPING PROCESS
QMPR-SRC-040 PRODUCTION REPORTING PROCESS
QMPR-SRC-045 RECONCILIATION PROCESS
QMPR-SRC-046 PEOPLESFT DISPATCH ORDER PROCESS
QMPR-SRC-047 ENTRY INTO AUTHORITY PROCESS
QMPR-SRC-048 FINANCE REPORTING PROCESS
QMPR-SRC-049 ACCOUNTS PAYABLE PROCESS
QMPR-SRC-050 CREATING A PURCHASE ORDER PROCESS
QMPR-SRC-051 PEOPLESFT RECEIPT PURCHASE ORDER PROCESS
QMPR-SRC-052 ORDERING STATIONERY PROCESS
QMPR-SRC-053 CREATING A REQUISITION IN PEOPLESFT PROCESS
QMPR-SRC-054 INTERNAL AND EXTERNAL INCOME PROCESS
QMPR-SRC-055 CASH MOVEMENT PROCESS
QMPR-SRC-056 RECONCILE CASH, CHEQUE AND EFTPOS PROCESS
QMPR-SRC-057 REPORTING TO FINANCE PROCESS
QMPR-SRC-058 TIME SHEET ADMINISTRATION PROCESS
QMPR-SRC-059 PURCHASING THROUGH PEOPLESFT PROCESS
Miscellaneous
QMPR-SRC-034 SITE SECURITY AND MAINTENANCE PROCESS
QMPR-SRC-041 FIRST AID PROCESS
QMPR-SRC-042 STEEL WASTE BINS PROCESS
QMPR-SRC-043 GENERAL SITE RUBBISH PROCESS
QMPR-SRC-044 EARLY WARNING & POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN PROCESS
QMPR-SRC-070 ENVIRONMENT PROTECTION AUTHORITY (EPA) LICENCE RENEWAL PROCESS
QMPR-SRC-071 WATER PUMPING PROGRAM PROCESS
FORMS
Weighbridge

QMF-SRC-063 Weighbridge Checklist
Customers
QMF-SRC-027 Credit Reference Check
QMF-SRC-058 Quotation of Material
QMF-SRC-059 Account Application Form
QMF-SRC-067 SRC Customer Survey
QMF-SRC-068 Public Brochure
QMF-SRC-076 SRC Survey Analysis Form
QMF-SRC-078 SRC Customer Prices
QMF-SRC-088 SRC COD Customers - Day Sheets
Materials
QMF-SRC-002 Daily Production Form
QMF-SRC-023 Outgoing Materials COD
QMF-SRC-065 Daily Material Delivery Log
QMF-SRC-089 Material Delivery Form
Rejected Loads
QMF-SRC-064 Rejected Load Notification
QMF-SRC-070 Rejected Load Register
QMF-SRC-072 Banned Truck Register
Plant
QMF-SRC-073 Faults reported on Plant Pre-start Checklist Register
Overloaded Vehicles
QMF-SRC-071 Register of Overloaded Trucks Entering SRC
QMF-SRC-077 Register of overload Trucks Existing SRC Loaded with Recycle Product
QMF-SRC-079 Overloaded Vehicle Loaded Vehicle Notification
QMF-SRC-080 Resister of Notification of Overloaded Vehicle Entering SRC
QMF-SRC-082 Overloaded Truck - Third and Final Notice Letter
QMF-SRC-083 Notification of Overloaded Vehicle – Sustainable Resource Centre
QMF-SRC-084 First Notice – Incoming Overloaded Vehicles
QMF-SRC-085 Overloaded Truck - Second Notice Letter
Finance
QMF-SRC-003 SRC COD Receipt Code Weekly Summary
QMF-SRC-004 Daily COD Payment Summary
QMF-SRC-024 Work Order & Purchase Order Request
Staff
QMF-SRC-001 Daily Labour Allocations
QMF-SRC-016 Employee Sign In Sign Out
QMF-SRC-086 Employee Sign IN - Sign Out Form - Concrete Recyclers
QMF-SRC-087 Licence Check - Template
QMF-SRC-091 SRC Sign-in out and Allocation From
Miscellaneous
QMF-SRC-006 SRC Commitment Diary
QMF-SRC-008 SITE SECURITY INSPECTION
QMF-SRC-026 Directive Template
QMF-SRC-052 Notification of Pollution Incident Form
QMF-SRC-069 Loan of Personal Protection Equipment (PPE)
QMF-SRC-074 Record of Receiving Copy of SRC Toolbox Minutes
QMF-SRC-075 SRC Toolbox Meeting - Record of Attendance
QMF-SRC-091 SRC Sign-in Out and Allocation Form
WHS
Corporate
QMF-CAM-002 Corporate Minutes Template
QMF-CAM-001 Corporate Agenda Template